

1-on-1 w/DDA

9 June 1983

AGENDA

1. Status of DEA paper declassification and Rep. English.

2. Preparation of SSCI hearings on FOIA relief. John Stein in closed session, possibly Hineman. Friday, 10 June, at 1000 with Majority Counsel. Assurances to Congress that they can still access records is main issue.

3. Merger of registries for offices at

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4. Looking at CARS development and ADP program for records management. What are priorities and what are the resources needed to do the job. has key role.

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MEMORANDUM FOR: Allen

Attached is a cleaned-up copy of Talking Points
for your meeting with Mr. Fitzwater.



Date 8 June 1983

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TALKING POINTS
MEETING WITH DEPUTY DIRECTOR FOR ADMINISTRATION
9 JUNE 1983

SUBJECT: Combining registries for Office of Personnel and Office of Security in

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BACKGROUND: Jim MacDonald suggested possibility of merger at recent Quarterly Review.

OP does not have central registry; registry function carried out in file room and division areas.

OS has a small central registry with some registry functions performed in Security Records Division and other divisions.

OMS is also moving to and has no registry.

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REQUIREMENT: Study feasibility of merging registry type functions of OS and OP, and possibly OMS to determine if savings (personnel and space) and efficiencies might result from a merger.

PROCEDURE: Would require update of recent survey of OS to determine changes made and the impact merger might have on operation.

Bulk of time would be spent in OP to determine what registry type functions are performed and by whom.

Work would also have to be done in OMS if it is included in merger.

Executive Registry may require some analysis in relation to OP.

TIME AND PERSONNEL REQUIRED FOR AUDIT: Two-three months (longer if OMS included) and two officers.

POTENTIAL SAVINGS: Probably limited since little space in OP is currently used solely for registry activity and no dedicated registry people to cut. Some efficiencies might result if central registry is found to be useful for OP.

PROBLEM AREAS: Inter-directorate nature of merger; OP may not want survey, merger, or establishment of central registry.

Sensitive nature of material handled by both offices; this problem would be increased if OMS were included.

Lack of information on space available in for registries.

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Danger of carrying out merger which might have to be undone when new building is complete. Location of offices in new facility has not been made; moreover, OP may not be in new building. Any registry consolidation would have to take into consideration component locations in new building.

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TRANSMITTAL SLIP		DATE 7 June 1983
TO: DD/OIS		
ROOM NO.	BUILDING	
REMARKS:		
FROM: Chief, IPD/OIS		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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7 June 1983

MEMORANDUM FOR:

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FROM

:

Chief, Information and Privacy Division, OIS

SUBJECT

:

Proposed FOIA Legislative Information Requirement

1. In conjunction with the hearings that will take place on the Intelligence Information Act of 1983 on 21 and 22 June 1983, I believe it would be desirable to receive your comments on a number of topics that may arise out of those hearings. I understand that you are already focusing on alternatives to eliminate the backlog in as short a period of time as possible. I have summarized below a number of key points that your comments will be useful for OGC and this office to draw from when these topics arise.

A - How long will it take to eliminate the backlog after passage of this bill?

B - If the answer to A above is more than 6 months, how can you eliminate the backlog in six months or less? Describe the alternatives.

C - Will there be a resource savings after passage of this bill and after you work-off the backlog? How much will be saved, how will it be reallocated?

D - How can you assure that timely responses to Freedom of Information requests will occur after passage of this bill?

E - What records systems will be exempt after passage of this bill? Which records systems will you search for responsive records?

F - Will the OSS material be excluded from search and review under this legislation or will you continue to service requests for OSS material?

G - How many initial and appeal cases will drop out of your workload?

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2. In your review of alternative solutions to the backlog I would encourage you to factor in the service of the Office of Information Services/Classification Review Division. That Division has been performing a number of ad hoc document reviews and have a good cadre of expertise to assist in this effort to eliminate the backlog. For example, they could perform the initial review process on Executive Order mandatory review requests. Also you may want to consider over the long term, a move towards more centralized review of all FOI/PA/EO material similar in nature to the State Department and the FBI. Final coordination of the material would, of course, still rest with the respective Directorates.

3. Also as you work up alternatives to eliminate the backlog, we will need to factor in the resource impact on our staff in IPD to handle such a concentrated effort. Please keep this office informed of your efforts in this regard.

4. Your response to the above information needs would be appreciated by 10 June 1983 with an info copy to in OGC.

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Distribution:

Orig & 1 - Addressee
1 - , OGC
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OIS/IPD/LRS:bks(7jun83)